

A GUIDE TO APPLYING FOR POSITIONS AT DOMICILIARY CARE SA

INTRODUCTION

Domiciliary Care SA welcomes your interest in this position. Your application is an opportunity for you to demonstrate your skills and experience, abilities and personal attributes to a selection panel.

ESSENTIAL INFORMATION

Working In Harmony Policy

Domiciliary Care SA aims to recruit and select staff who demonstrate attributes that are consistent with the organisations needs and culture. If you are applying for a position which includes supervision of staff, you may be asked a question related to the Working In Harmony Policy. Prior to submitting an application, all applicants are requested to familiarize themselves with Domiciliary Care SA's **Working In Harmony Policy**, available via the following links: <http://www.domcare.sa.gov.au/> or <http://mdc/>

Domiciliary Care SA is committed to providing a safe work place where everyone can expect to be treated fairly and with respect. We aim to create a tolerant, fair, safe and "no blame" environment for staff which supports diversity, their skills, experience and knowledge and also values differences of opinion.

All employees at Domiciliary Care SA have responsibility for the following:

- Being aware of and complying with the Working In Harmony Policy
- Not making false or vexatious complaints
- Maintaining confidentiality throughout the mediation of an informal complaint and the investigation of a formal complaint
- Attending an educational program about the Working In Harmony Policy

APPLICATION

Before you begin your application

Please read carefully the position's Job and Person Specification. Feel free to speak with the contact officer(s) about the position, and ask questions or request further relevant information. To be appointed, you will need either to be an Australian resident, or hold a work permit for the duration of the position.

Selection and appointment procedures

Selection and appointment procedures in the department are guided by the Public Sector Management Act and guidelines of the Commissioner for Public Employment. The Government of South Australia is an equal opportunity employer. All selection decisions and appointments are free from discrimination or favouritism.

They are based on an assessment of the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities. Potential for development may also be considered.

From the written application, the selection panel makes an initial assessment of all applicants' merit in relation to the essential and desirable (**unless otherwise stated in the advertisement**) requirements of the position, as listed in the **person specification**. Depending on this initial assessment, the panel will decide whether an applicant warrants further consideration, eg. an interview.

Panels are not responsible to follow up or further consider incomplete, inadequate and/or late applications. If your application is submitted in this manner, it may minimise your chances of being granted an interview.

When writing your application, try to be clear, concise and honest. Make sure you proof read your application and check for any grammar and spelling errors. If you intend using a word processing system, be particularly careful not to make any errors that may jeopardise your chances of success.

If you are an internal applicant, you should not assume that panel members would acknowledge the extent of your merit even though they may know you in some capacity.

Please provide the number of copies specified in the in the vacancy notice of all documentation contained in your application.

Your application should consist of three essential components. These being:

1. Covering letter
2. Application (addressing the essential person specification requirements)
3. Curriculum Vitae or Resume

Covering Letter

The covering letter of your application is very important because it may be the first document read by a selection panel. You should ensure that the covering letter clearly and concisely summarises your contention for being the right person for the position. The letter should also include the following:

- Vacancy Identification Number
- Position title and classification
- A brief summary of your skills, abilities, knowledge and experience

Having read the covering letter, a selection panel member should have a clear idea of the qualities you offer before proceeding further with your application.

Application – Addressing the selection criteria

It is the responsibility of the selection panel to recommend the applicant that best meets the requirements of the person specification in terms of merit

The onus is on you to summarise the relevant information about yourself and to present it in a form which is easily accessible to the panel.

This will assist the panel to rate your application against the selection criteria and against other applicants, and to decide who to shortlist for interview.

In your application, you must be able to demonstrate that:

- You meet the essential requirements of the person specification (as outlined in the advertisement)
- You are competent in carrying out the duties of the position
- You sufficiently address the requirements of the position as outlined in the advertisement

We strongly suggest that you use each selection criteria as a heading and provide specific examples outlining your skills, experience and knowledge of each “essential” and “desirable” (**unless otherwise stated in the advertisement**) requirement in the person specification and include how you put them into practice.

You should also include in your application, your potential for development as well as the relevance and **transferability** of skills, knowledge, experience and abilities acquired from community service organisations, social and recreational clubs etc. For example, fund raising for voluntary agencies may have contributed to the development of improved negotiation skills.

Curriculum Vitae or Resume

The curriculum vitae or resume outlines general information about you. Where applicable, you should include the following;

- Name, Address and telephone number
- Current position title
- Employment history/relevant experience
- Qualifications/Education details, computer packages
- Professional and committee memberships
- Publications
- Languages (other than English)
- Referees
- Major achievements/career goals (optional)
- External interests (optional)

Although there are several ways of structuring your curriculum vitae, it is preferable to formulate your document in reverse chronological order so that the selection panel can start with your most recent employment history.

THE INTERVIEW

All interviewees will be asked the same questions which have been developed to assist the selection panel to assess how well you match the required selection criteria. The interview will be interactive which means that the panel may ask additional questions to explore and expand upon issues raised by your responses.

It is suggested that you give some consideration to the type of questions that might be asked to ensure your responses accurately reflect your capabilities. Your answers should describe actual situations or tasks in which you have been involved in relation to the required selection criteria.

OTHER SELECTION TECHNIQUES

The selection panel will choose selection techniques they consider relevant to the position. You may be asked, for example, to complete a practical exercise. You may also be asked to provide examples of previous work.

LATE APPLICATIONS

Late applications do not have to be considered. If there are extenuating circumstances that prevent you from submitting your application by 5.00pm on the closing date, ask the contact officer before the closing date whether an extension may be granted. **Note: this is only for exceptional circumstances**

REFEREES

Nominated referees must be able to provide recent information regarding your professional, educational or other experience pertaining to the position.

If possible, provide your referees with a copy of the job and person specification. Be aware, that the panel is free to obtain work reports from a non-nominated referee if appropriate.

YOUR RESPONSIBILITIES

Once you have completed your application, it will be YOUR responsibility to ensure the following:

- The essential and desirable (unless stated otherwise in the advertisement) criteria in the person specification has been addressed.
- You have included the names, position titles and telephone number of referees (be sure to gain their approval).
- You thoroughly check your application for accuracy and completeness.
- You forward your original application plus the required number of copies and ensure your application reaches the designated officer before 5.00pm on the advertised closing date.
- Provide proof of essential qualifications/vocational qualifications.
- If you have overseas qualifications, have them assessed to equivalent Australian qualifications by contacting the Overseas Qualifications Unit, Office of Multicultural Affairs (08 8226 1943). **Note: costs incurred will be your responsibility).**

FURTHER INFORMATION

Pre-employment Declarations

At the time of the interview, you will be provided with a pre-employment declaration. Should the panel chairperson contact to advise you that you are the nominated applicant for the position, you will be requested by the panel chairperson to complete the form and return to the Human Resources Unit at Domiciliary Care SA. Upon satisfactory completion of the pre-employment declaration, your employment will be confirmed. If you wish to view the pre-employment declaration that is appropriate for the position you are applying for you can access via the following :

Equal Opportunity

The panel must not discriminate against an applicant on the basis of characteristic unless it is clearly and justifiably related to the requirements necessary to perform the position. *The grounds for unlawful discrimination are defined in the Equal Opportunities Act, 1984.*

If you have any questions regarding the details contained within the job and person specification, it is suggested that you contact the “Enquiries Officer” as detailed in the advertisement.

For more detailed information on Domiciliary Care SA including Annual Reports etc and further assistance with “Job Application Guidelines”, please visit our website available via the following links: <http://www.domcare.sa.gov.au/> or <http://mdc/>

We trust that these guidelines will provide useful assistance with your application. If not, we are keen to receive your feedback on how they can be improved.

Good Luck!